Online Examination System for Tilak Maharashtra University

Center Head User Manual

Version 1.0

August 1, 2009

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1 INTRODUCTION

1.1 PURPOSE

This document is the Center Head's User Manual of the Online Examination System of Tilak Maharashtra Vidyapeeth (hereafter "TMV"). This document explains how to use the online examination website as a Center Head.

1.2 INTENDED AUDIENCE

This document is intended for center heads who manage the Study Centers under the Distance Learning programs of TMV.

2 OVERVIEW

2.1 CONTEXT

TMV offers over 100 different programs, both in in-campus as well as Distance Learning modes. These courses are offered through the University campus and authorized study centers. The university envisages expanding the reach of its programs as well upgrade the evaluation methods using the latest Internet technology. For this purpose, the new online system has been developed to handle the following functionalities as follows:

a. Online Admission
b. Online Examination
c. Online Results Publishing

This new system is initially launched for BCA, **BBA** & MBA courses in the Distance learning mode starting from the Academic year 2009.

This new system has been developed as a

a. Independent Web site including separate domain registration and is hosted on a very reliable internet server in a data center of a very reputed hosting provider in the US
b. The website has been developed as a common Internet-based portal for students, admission office, examination office, Study center Authority, Examination supervisors, Examiners/Moderators etc.

2.2 Summary of Center Head Functions

The Center Head is expected to play an important role in the conducting of online examinations. For this purpose, the center head is first required to register him/herself on the online examination website. The access to the system is secured by the login/password mechanism. The login id is created for the user at the time of registration. The System Administration then gives access rights to the center head to perform various tasks in the system as follows.

After login, the menus that are available to the Center Head are as follows:

View Student List
Print Admission Form
Start Exam Session
Change Password
Edit My Profile
Edit My Identification
Sign Out

The details of these functions are explained in the subsequent pages of this manual.

2.3 Summary of Exam Supervisor Functions

The exam supervisor is an external person assigned to the center for the purpose of conducting online examination.

The exam supervisor has to authorize the exam session which the Center head starts. Also the exam supervisor has to terminate the exam session which indicates that the exam officially finished without any malpractices or problems.

The registration & access control process for the supervisor is same as the Center head. After login, the menus that are available to Exam Supervisor are as follows:

Authorize Exam Session
Terminate Exam Session
Change Password
Edit My Profile
Edit My Identification
Sign Out

3 HARDWARE & SOFTWARE ENVIRONMENT

The application is hosted from a data center of an internationally reputed ISP vendor for high capacity bandwidth and 24x7 availability.

The users can access it using a browser from the desktop/laptop computers.

While the application for admission and other options can be accessed from anywhere, the online examination can be taken only from the examination hall of designated TMV Examination Centers.

The environment on user's desktop/laptop computers should be as follows:

Client Operating System: Windows XP/Windows Vista
Internet Connectivity: Broadband internet connection with appropriate bandwidth depending on number of simultaneous students, minimum 1MBPS
Proxy Setting: Necessarily use Proxy server to connect to the Internet.
Browser: Internet Explorer: ver. 6, 7, 8
Security settings for browser: Allow pop-ups from this site.

4 How to use the Web Site

4.1 Home Page

You can access the home page by typing the following URL in the browser:

http://www.tmvonline.org

TMV Online - Windows Internet Explorer
http://www.tmvonline.org/TMUOnline/Login.aspx
TMV Online
Tilak Maharashtra University
(Declared as a 'Deemed University' Under Section - 3 of UGC Act 1956 vide Notification No. F-9-19/85-U-3 dated 24th April 1987 by the Government of India.)
Contact us
do not use this site until this warning goes off. If yo
Log In
User Name:
Password:
Remember me next time.
Log In
Welcome to the new Online Examination System of Tilak Maharashtra University!
You have come to the right destination of Knowledge! This is the site of the future. This site will be the primary source of information for distance education students. Here you will be apply online for admision to our programs, obtain your study material, take online examinations and view the results. In short, you will live your educational life here.
Currently, the following courses are available on this site:
Bachelor of Computer Applications(BCA) Download Prospectus (PDF)
Bachelor of Business Administration (BBA) Download Prospectus (PDF)
Master of Business Administration (MBA) Download Prospectus (PDF)
Apply Online for admission to get admitted and start your career here!.
Forgot Login ID/Password
New Student? Register
Register as TMU/Center Staff
COPYRIGHT (c) 2009 TILAK MAHARASHTRA UNIVERSITY. ALL RIGHTS RESERVED.
start

a. This is the first page of the application.
b. You can login in the system if you are already a registered user by typing the user name & password & clicking on the Log In button.
c. If you are TMV or Center staff, you can register by clicking on the Register as TMV/Center Staff link
d. If you have registered before, but have forgotten the login user name or password, you can reset your password & get an email sent to you by clicking on Forgot Login ID/Password.

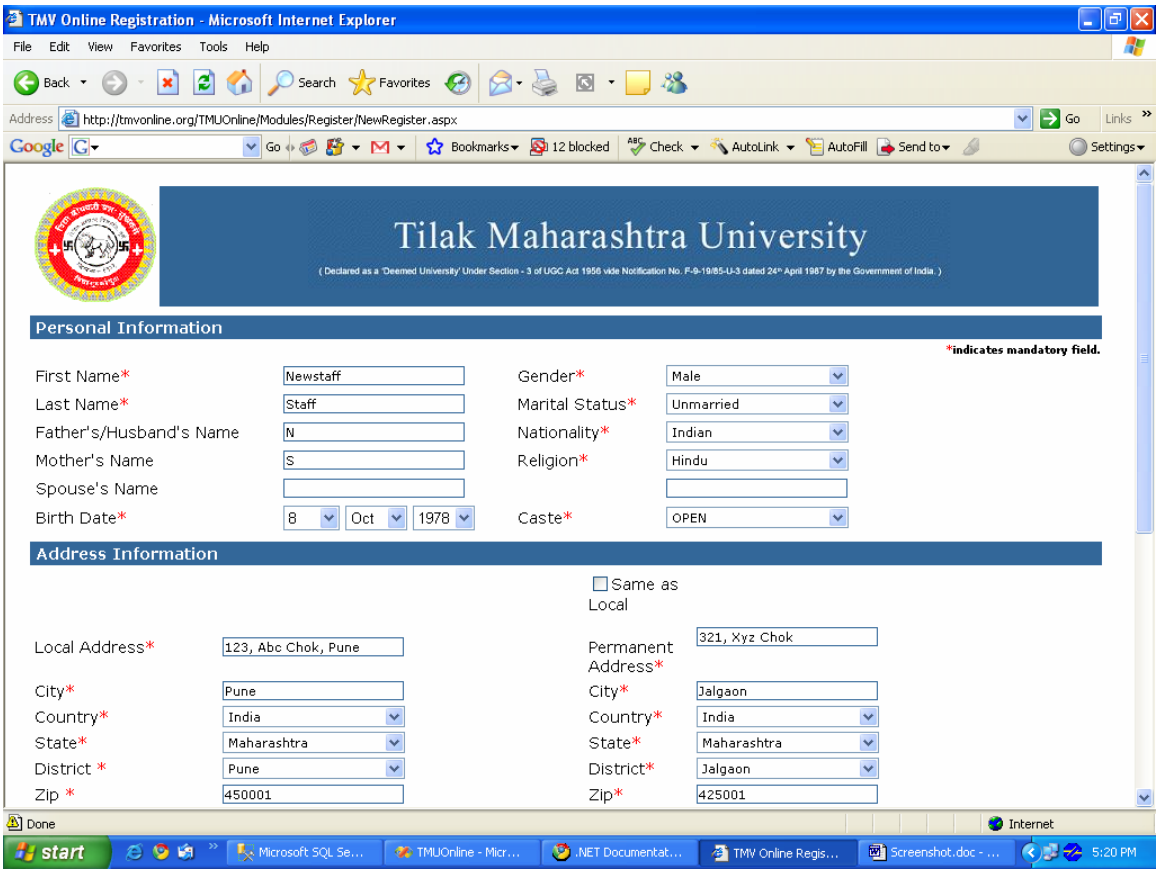
Other than this, you can download program prospectus PDF files by clicking on the respective links. You can also see the TMV contact information by clicking on Contact Us link at the top.

4.2 New TMV/Center Staff Registration Process

The registration process for new TMU staff or Center Staff requires you to provide following information about yourself:

a. Personal information
b. Address information
c. Login information

Click on the Register as TMV/Center Staff link. The following screen will be shown:



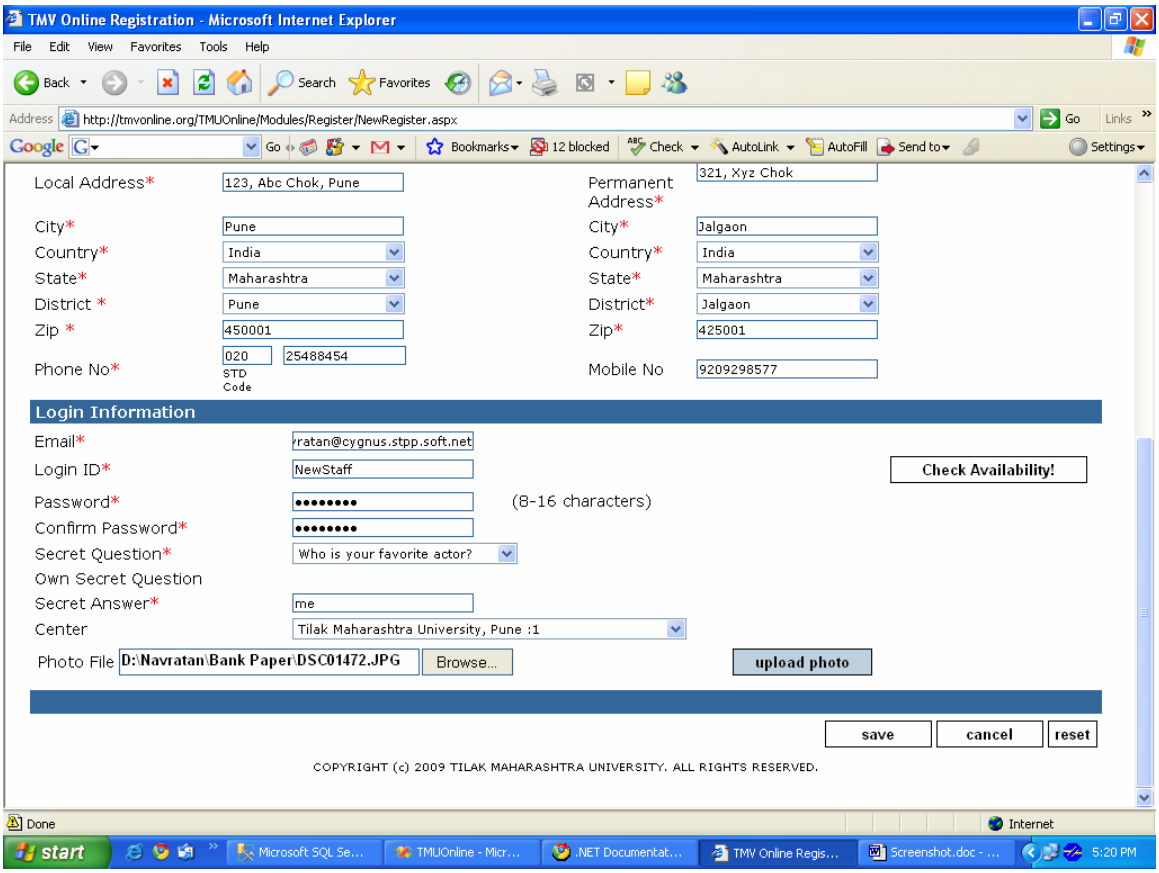
Personal Information

a. First Name: The user's first name should be entered here. This field is mandatory.
b. Last Name: The user's last name should be entered here. This field is mandatory.
c. Father/Husband's Name: Input father's name or (in case of married woman, husband's name). This field is optional.
d. Mother's Name: Input mother's name. This field is optional.
e. Spouse's Name: Input spouse's name. This field is optional.

f. Birth Date: Select date, month and year of your birth date. This field is mandatory.
g. Gender: Select from Male/Female. This field is mandatory.
h. Marital Status: Select from the list e.g. single, married, divorced etc. This field is mandatory.
i. Nationality: Currently only Indian nationals are allowed to register, hence the default value is set to Indian and it is not possible to change.
j. Religion: Select from the list of religions. If your religion is not in the list, you can select Other – a text box will appear below the list box and you can type in your religion in it. This field is mandatory.
k. Caste: Select from one of caste categories in the list. This field is mandatory.

Address Information

a. Local Address: Input the local address here. This field is mandatory.
b. City: Input the name of the city/town/village where you currently live. This field is mandatory.
c. Country: Select the country of your local address. The default is India. This field is mandatory.
d. State: Select the state of your local address. The default is set to Maharashtra. This field is mandatory.
e. District: Select the state of your local address. The list shows the districts in the State selected above. This field is mandatory.
f. Zip: Enter the pin code of your address. It can be 5 or 6 digit code. Select the state of your local address. The default is set to Maharashtra. This field is mandatory.
g. Phone No.: Enter the landline phone number along with STD code. If you do not have a landline at your residence, you may give the phone no. of the TMV Center with which you are associated.
h. Same as Local: If your permanent address is same as the local address, then check this checkbox. Once you check, all the values of Local Address fields will get copied to the Permanent Address fields.
i. Permanent Address: If your permanent address is different from the local address, enter all the fields similar to the local fields as explained above.
j. Mobile No.: Input your mobile phone number. This field is optional.



Login Information

l. Email: An already existing email id of the user should be entered here. The user should have his/her own email Id from any of the email service providers or private institutions. This Online Examination website will not provide an email Id). This field is mandatory.

m. Login Id: The login id with which you wish to login into this site. It is possible that the login id may have been used by some other user already. For this purpose, after entering the login id, click on Check Availability button. If the login id input by you is already used, an error message will be displayed as **Login ID already registered, please try another ID.** If the login id is available, the message will be displayed as **Login ID available, continue registration.** This field is mandatory.

n. Password: Enter the secret password that you wish to use to login to this site. The password must be between 8 to 16 characters and you should follow the well known security guidelines for a good password such as – it should not be a dictionary word, it should not be names (of friends/relatives) or dates (birth dates etc) concerning you, it should be a combination of letters, symbols and numbers so that it is not easy to guess for hackers. This field is mandatory.

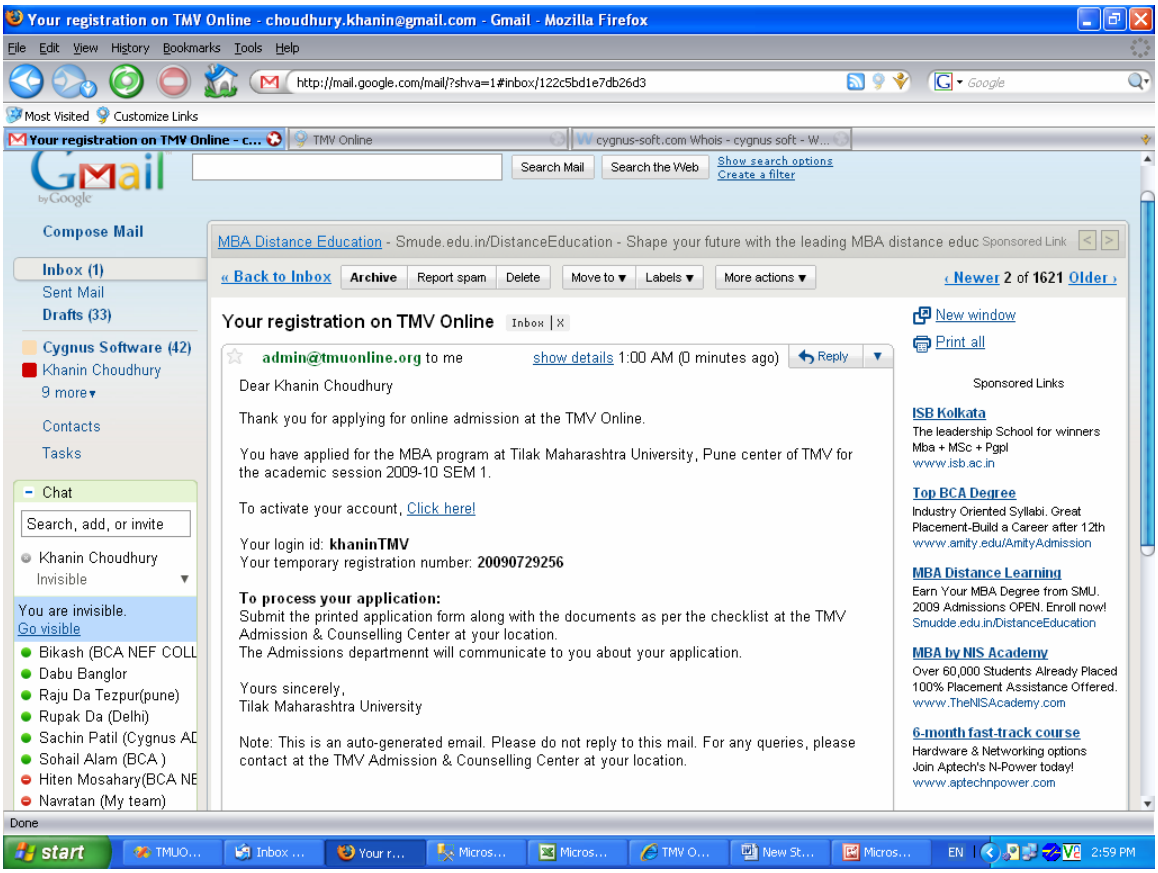
o. Confirm Password: Repeat the same password again. This is to ensure that you have typed the correct password. This field is mandatory.

p. Secret Question: This will be used when you forget your password and want to request to reset it. You can either choose from the questions displayed in the list or create your own question. This field is mandatory.
q. Secret answer: Input the secret answer to the above secret question which only you can know. When you request to reset your password, you will need to give the correct secret question & its correct answer. This ensures that only you can make for a **Forgot Password** request and no one else can tamper with your password. This field is mandatory.
r. Center: Input the Center Code for which you wish to register as a Center manager user.
s. Photo: Browse and select a photo file containing your photo image and click on Upload Photo button.

Click on the Save button to complete the registration process.

B. **Notification email**

An email notification of application is also sent at this point to the email Id entered in the Login Information screen as follows:


Your registration on TMV Online - choudhury.khanin@gmail.com - Gmail - Mozilla Firefox
Compose Mail
Inbox (1)
Sent Mail
Drafts (33)
Cygnus Software (42)
Khanin Choudhury
9 more
Contacts
Tasks
Chat
Search, add, or invite
Khanin Choudhury
Invisible
You are invisible.
Go visible
Bikash (BCA NEF COLL
Dabu Banglor
Raju Da Tezpur(pune)
Rupak Da (Delhi)
Sachin Patil (Cygnus AD
Sohail Alam (BCA)
Hiten Mosahary(BCA NE
Navratan (My team)
Your registration on TMV Online
admin@tmuonline.org to me
Dear Khanin Choudhury
Thank you for applying for online admission at the TMV Online.
You have applied for the MBA program at Tilak Maharashtra University, Pune center of TMV for the academic session 2009-10 SEM 1.
To activate your account, Click here!
Your login id: khaninTMV
Your temporary registration number: 20090729256
To process your application:
Submit the printed application form along with the documents as per the checklist at the TMV Admission & Counselling Center at your location.
The Admissions departmennt will communicate to you about your application.
Yours sincerely,
Tilak Maharashtra University
Note: This is an auto-generated email. Please do not reply to this mail. For any queries, please contact at the TMV Admission & Counselling Center at your location.
Sponsored Links
ISB Kolkata
The leadership School for winners
Mba + MSc + Pgpl
www.isb.ac.in
Top BCA Degree
Industry Oriented Syllabi. Great Placement-Build a Career after 12th
www.amity.edu/AmityAdmission
MBA Distance Learning
Earn Your MBA Degree from SMU. 2009 Admissions OPEN. Enroll now!
Smudde.edu.in/DistanceEducation
MBA by NIS Academy
Over 60,000 Students Already Placed 100% Placement Assistance Offered.
www.TheNISAcademy.com
6-month fast-track course
Hardware & Networking options
Join Aptech's N-Power today!
www.aptechnpower.com

The email mentions the program/semester for which you have applied for admission, the login Id which you created in the process and a Temporary Registration number.

4.3 Center Head Functions

Once the registration is complete, you can login using the user id & password given at the time of registration.

TMV Online - Windows Internet Explorer
http://www.tmvonline.org/TMUOnline/Login.aspx
Tilak Maharashtra University
(Declared as a 'Deemed University' Under Section - 3 of UGC Act 1956 vide Notification No. F-9-19/85-U-3 dated 24th April 1987 by the Government of India.)
Contact us
ase do not use this site until this warning goes off. I
Log In
User Name: khaninTMV
Password:
Remember me next time.
Log In
Welcome to the new Online Examination System of Tilak Maharashtra University!
You have come to the right destination of Knowledge! This is the site of the future. This site will be the primary source of information for distance education students. Here you will be apply online for admision to our programs, obtain your study material, take online examinations and view the results. In short, you will live your educational life here.
Currently, the following courses are available on this site:
Bachelor of Computer Applications(BCA) Download Prospectus (PDF)
Bachelor of Business Administration (BBA) Download Prospectus (PDF)
Master of Business Administration (MBA) Download Prospectus (PDF)
Apply Online for admission to get admitted and start your career here!.
Forgot Login ID/Password
New Student? Register
Register as TMU/Center Staff
COPYRIGHT (c) 2009 TILAK MAHARASHTRA UNIVERSITY. ALL RIGHTS RESERVED.
Done
Internet
100%
start
2:37 PM

After login, the home page with a standard menu is displayed from which various actions are possible.

The screen shows the logged-in user name and login time in the top right corner.

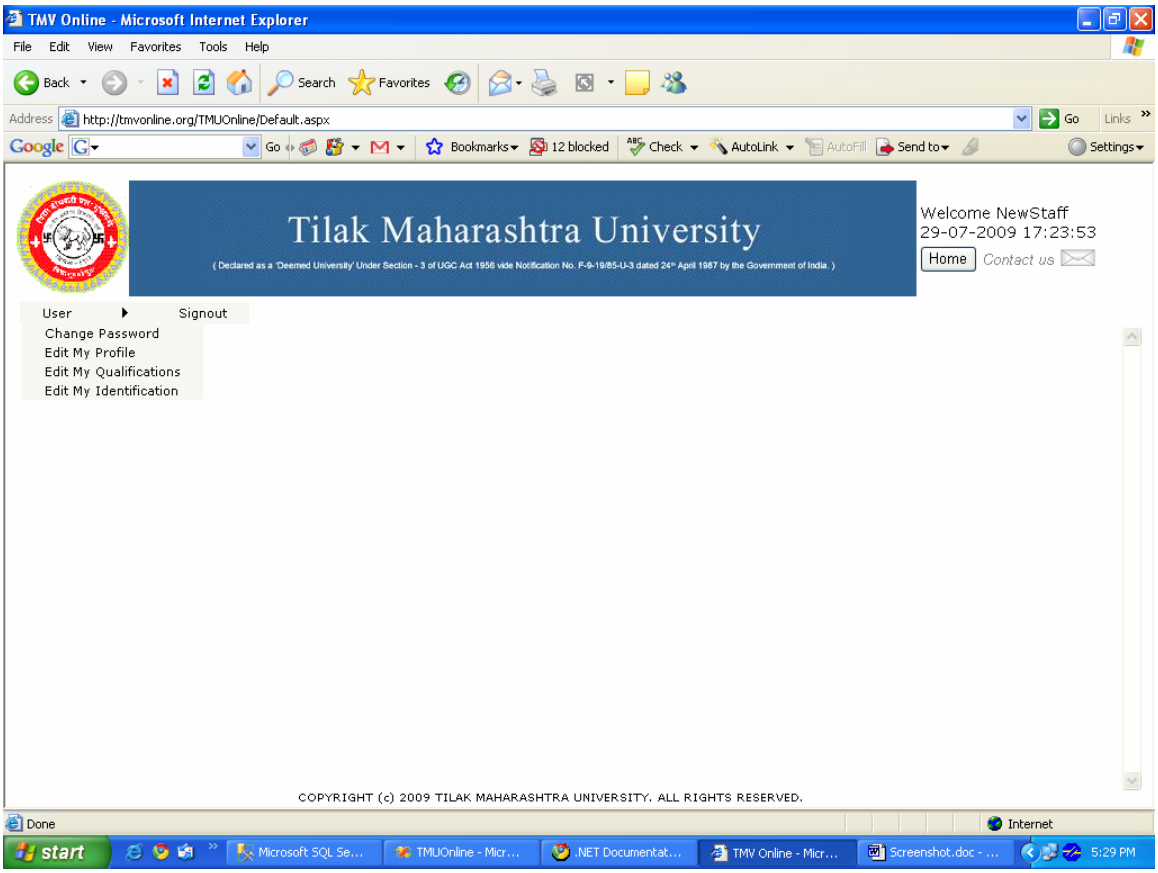
The Home link can be used to come back to home page at any time from any page in the site.

Clicking on the Contact Us link shows the contact information of the university such as postal address, telephone numbers and email for support.

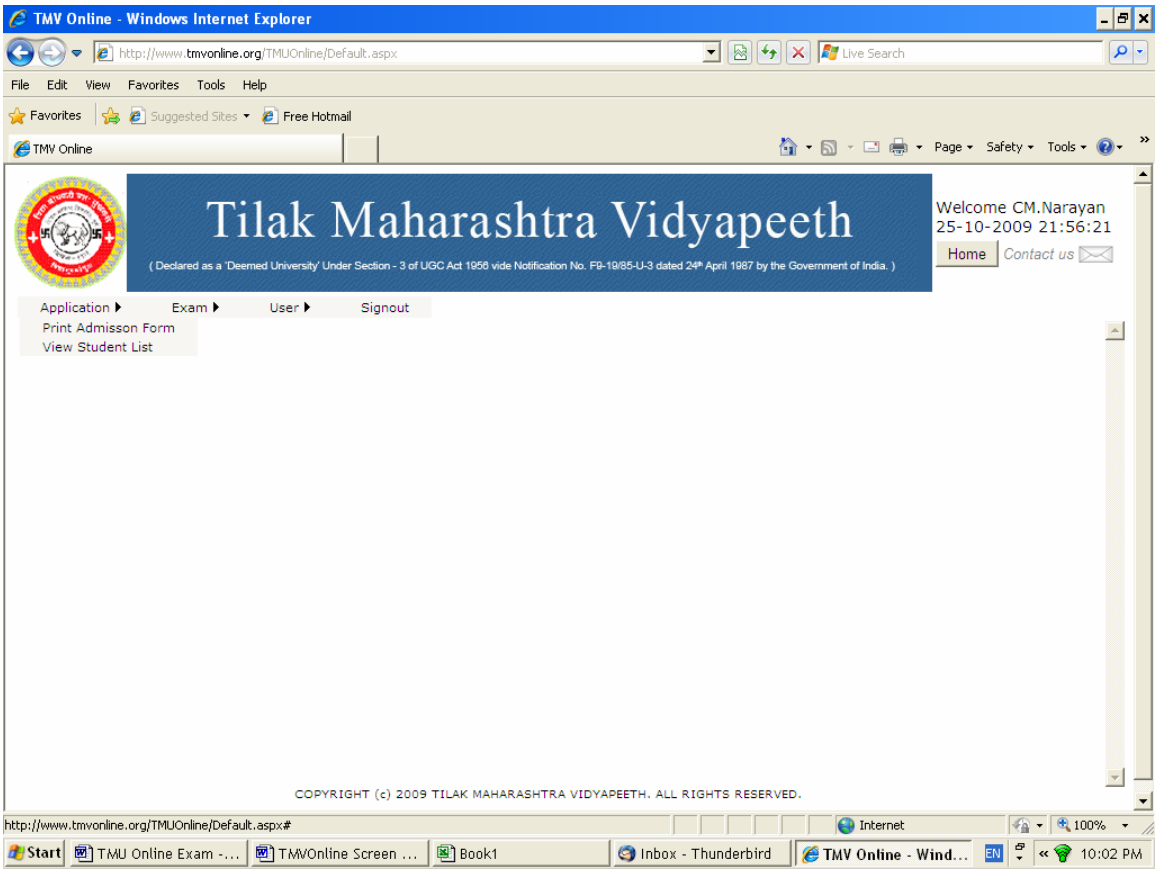
The menus are grouped under a main item and the actual actions take place on clicking on the sub-item in the menu.

Brief description of the various menus is given below:

4.3.1 Post Login Menu


TMV Online - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://tmvonline.org/TMUOnline/Default.aspx
Go Links
Google Go Bookmarks 12 blocked Check AutoLink AutoFill Send to Settings
Tilak Maharashtra University
(Declared as a 'Deemed University' Under Section - 3 of UGC Act 1956 vide Notification No. F-9-19/85-U-3 dated 24th April 1987 by the Government of India.)
Welcome NewStaff
29-07-2009 17:23:53
Home Contact us
User Signout
Change Password
Edit My Profile
Edit My Qualifications
Edit My Identification
COPYRIGHT (c) 2009 TILAK MAHARASHTRA UNIVERSITY. ALL RIGHTS RESERVED.
Done
Internet
start
Microsoft SQL Se...
TMUOnline - Micr...
.NET Documentat...
TMV Online - Micr...
Screenshot.doc - ...
5:29 PM

Unless the System Administrator has given access rights of a Center Manager to you, you will not be able to see any menus other than those for managing your own profile. These options include as shown above, Change Password, Edit My Profile, Edit My Identification, Edit My Qualifications etc.



Application: This group of menu items provides inquiry about student's admission, & print admission forms.

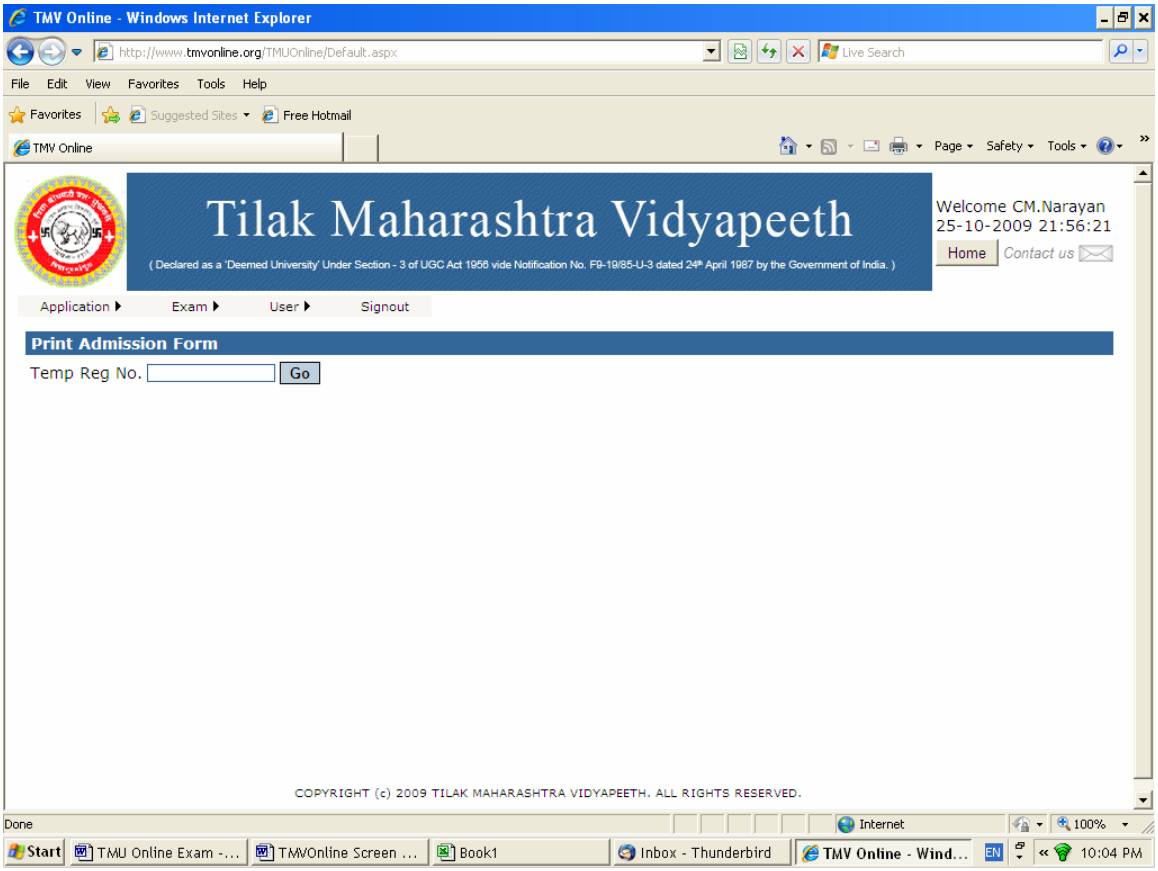
Exam: These menus provide schedule of upcoming examinations and start the online examination session.

User: The user can view/update his/her own profile and/or qualification/identification details. The user can also change his/her login password.

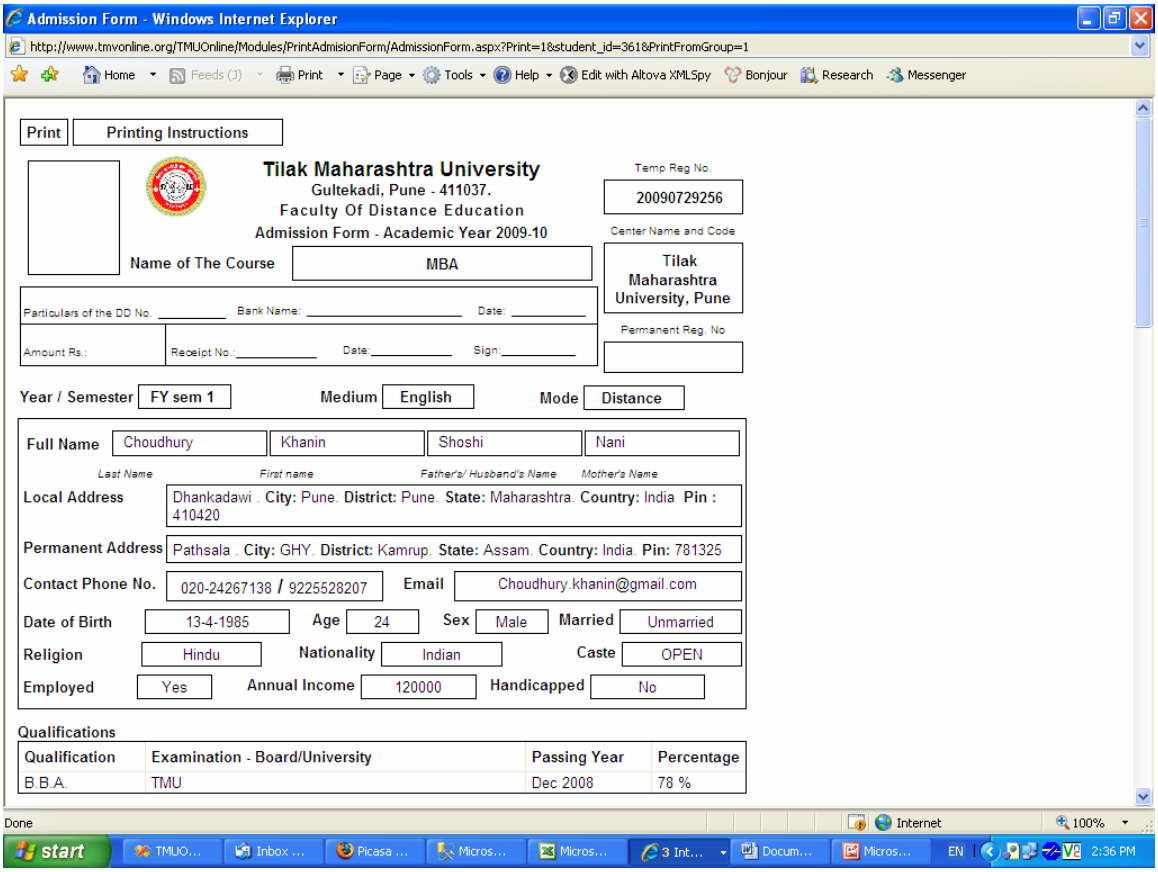
Sign out: Sign out from the website.

4.3.2 Print Application Form

This menu is provided for the Center Manager to print the application form of students. The students get a Temporary Registration number when they register online. The Temporary Registration number is sent to students by email. The student has to mention this number to the Center Manager. The Center manager should input this number in the textbox provided and click on the Go button.



The printable form will be displayed in a separate window as follows.



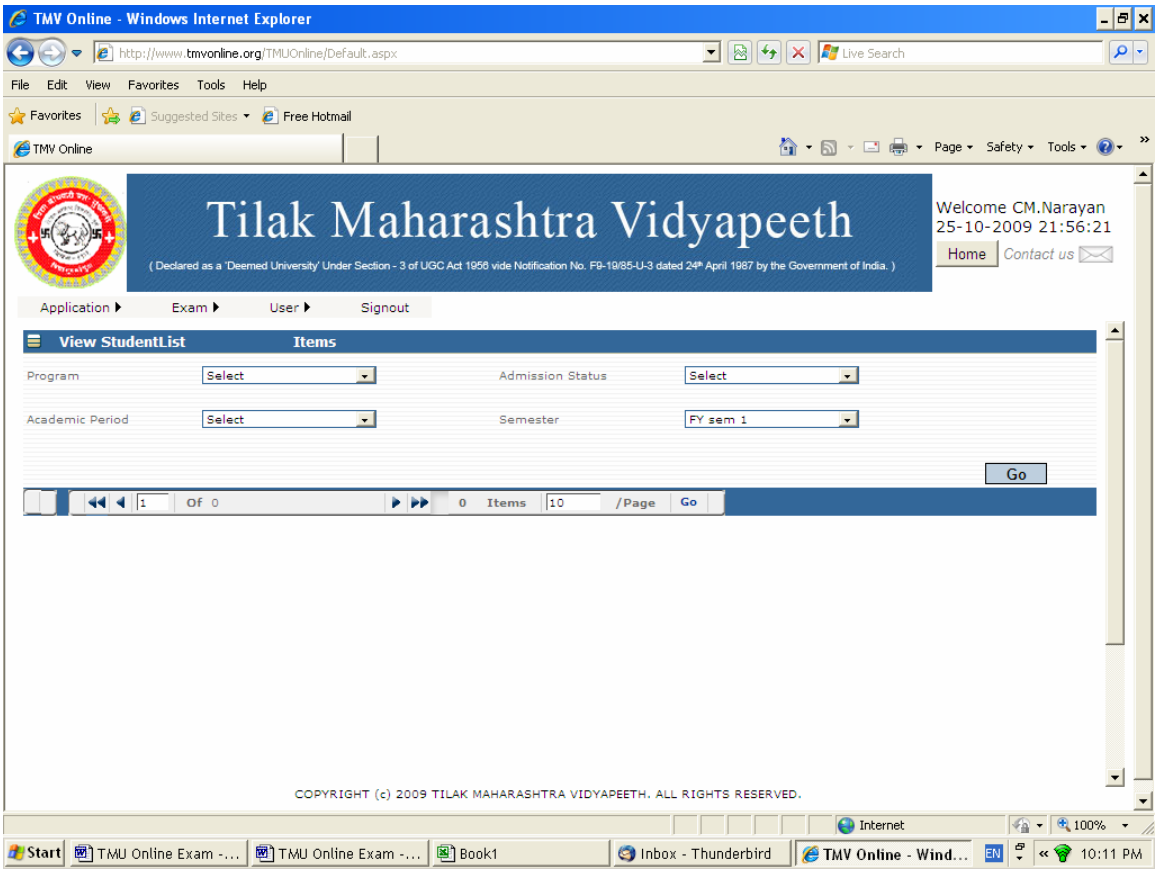
On clicking Print button, the form will be printed on a locally connected printer.

4.3.3. View Student List

This menu is available to view the list of students who are registered from the same Center as the Center Manager.

Click on the menu item View Student List under the Application menu.

The next page will show the various selection criteria available for filtering the student list to be viewed.

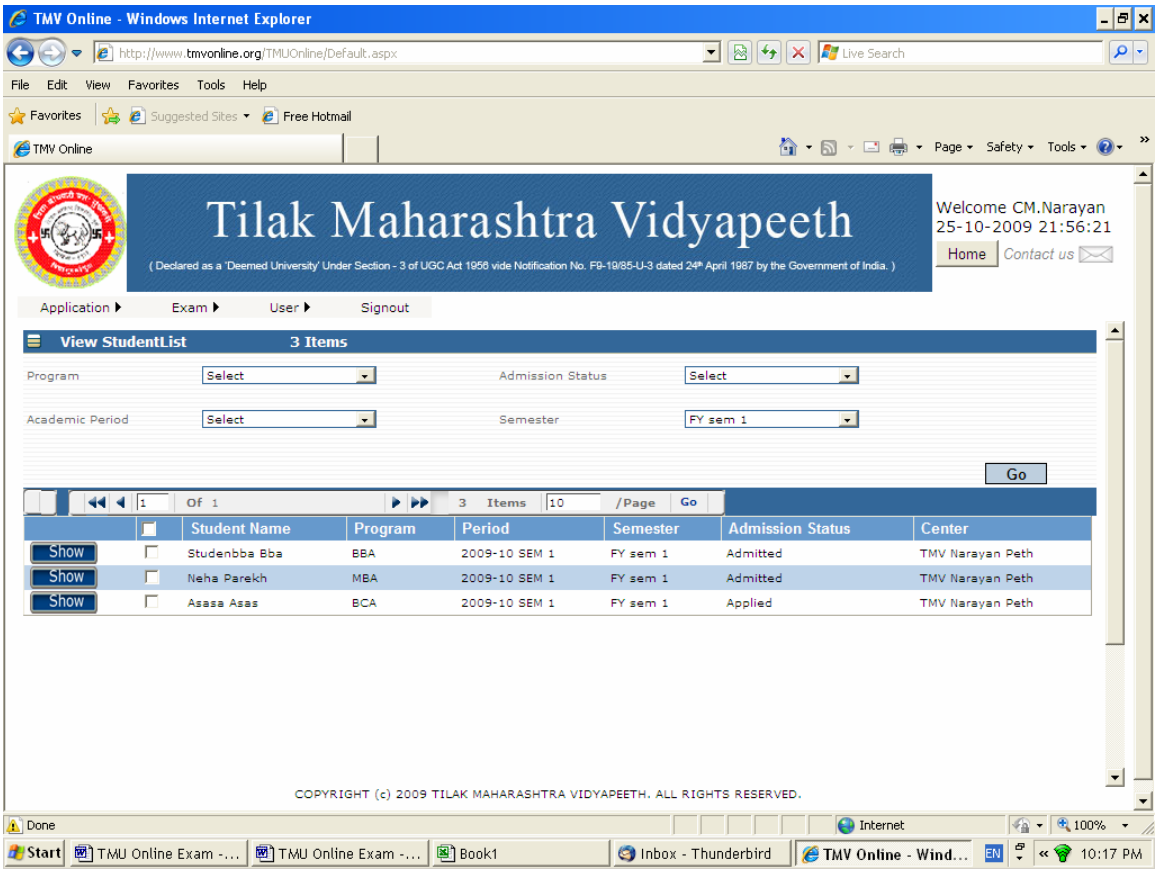


You can select the desired options from the list boxes provided as follows:

Program: Select from BCA/BBA/MBA etc.
Semester: You can select the list of students of a specific semester.
Admission Status: You can filter depending on Admission status of students such as Applied, Admitted, Rejected etc.
Academic period: You can select the list of students of a specific academic year

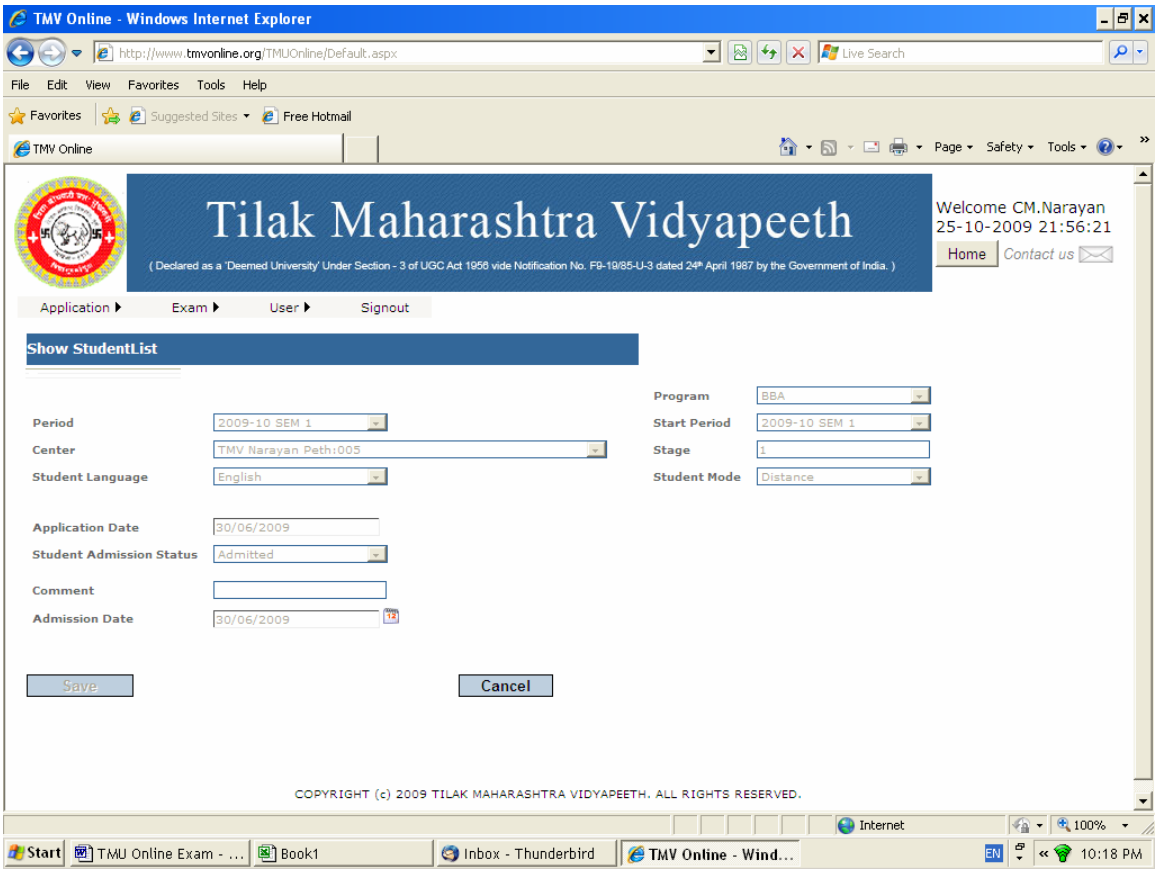
You may leave all the list boxes in their initial condition (which shows Select) to view the list of all the students from your center.

After selecting the desired filter conditions, click on the Go button. The list of students of the selected program/semester etc. is shown as below:



The list shows the student's name, program, academic period, semester and the Admission Status.

You can see the details of the student by clicking on the Show button in each row of the respective student.



This is a Read Only screen, where the information is only displayed. It is not possible to change anything.

4.3.4 Online Exam Session Start

The student can start the online exam only from the authorized examination center of TMV and only when an examination session has been started.

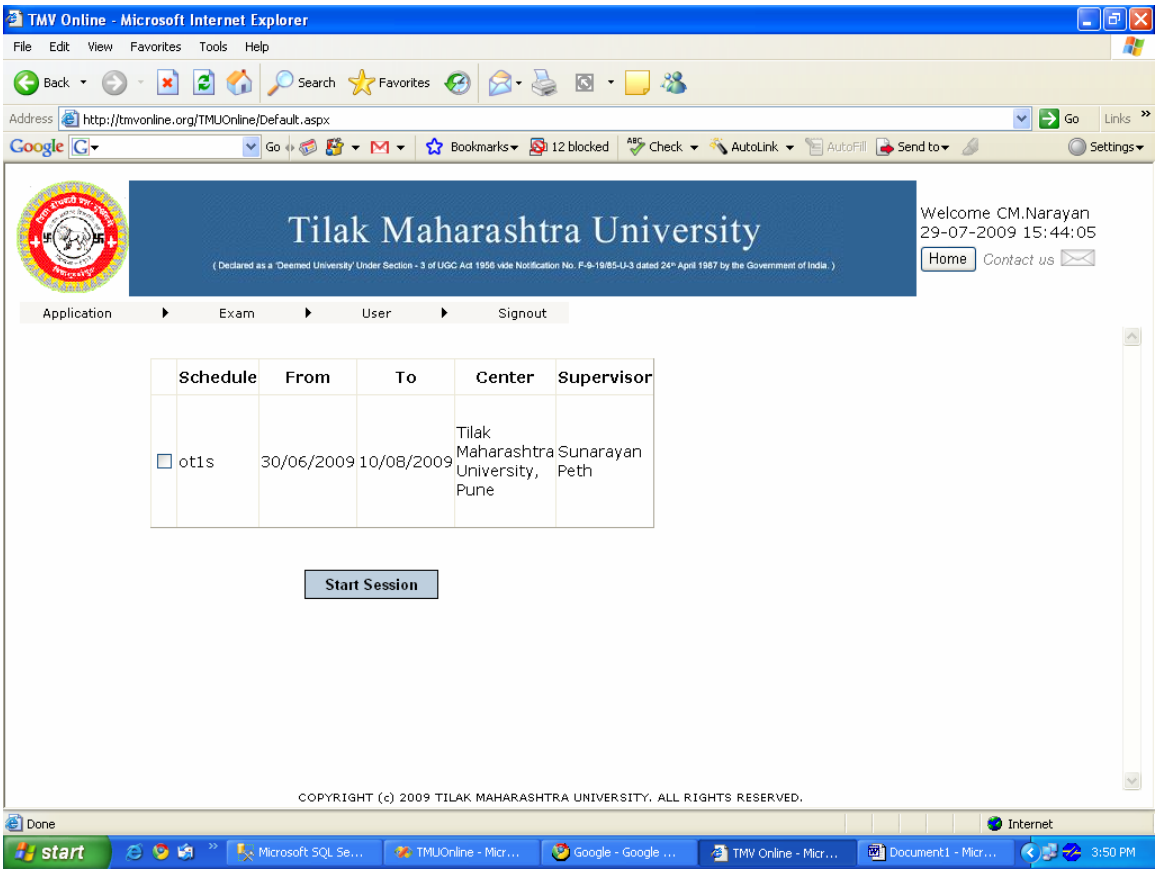
The Center Manager will first have to start an examination session and an external supervisor appointed by TMV will have to authorize the exam session.

This means that the students can not take online examination from any other place such as their homes or internet cafes etc. Also they can not take the examination at any time, except during the announced examination schedule days and timings as announced by TMV.

The Center manager can start the exam session by clicking on the menu Start Exam Session.

However, the Center manager can do this only during the schedule specified by the Examination Department. At any other time, clicking on this menu will not work.

When the menu is clicked during the specified examination schedule, the following screen will be shown:


TMV Online - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://tmvonline.org/TMUOnline/Default.aspx
Go Links
Google Go Bookmarks 12 blocked Check AutoLink AutoFill Send to Settings
Tilak Maharashtra University
(Declared as a 'Deemed University' Under Section - 3 of UGC Act 1956 vide Notification No. F-9-19/85-U-3 dated 24th April 1987 by the Government of India.)
Welcome CM.Narayan
29-07-2009 15:44:05
Home Contact us
Application Exam User Signout
Schedule From To Center Supervisor
ot1s 30/06/2009 10/08/2009 Tilak Maharashtra University, Pune Sunarayan Peth
Start Session
COPYRIGHT (c) 2009 TILAK MAHARASHTRA UNIVERSITY. ALL RIGHTS RESERVED.
Done
Internet
start
Microsoft SQL Se...
TMUOnline - Micr...
Google - Google ...
TMV Online - Micr...
Document1 - Micr...
3:50 PM

The screen shows the schedule name, schedule start date & end date and the name of the external supervisor assigned to the center for the online exam.

Click on the Start Session button to start a new session. The following message will be displayed:

After this, the Center manager should log out and ask the Supervisor to authorize the exam session. Only after Supervisor authorizes the session, the students can appear for the online exam.

The center manager can conduct as many sessions as needed, depending on the number of students at the center. However, only 1 session is ON at any given time. Unless the first session is finished, the second session can not be started.

4.3.5 User Menu

As a system user, each user is allowed to view his/her own profile and change his/her password.

These menus are available from the User menu.

4.3.6 Forgot Password

In case you have forgotten your password, you can request to reset your password. However for this you need to remember your secret question & answer you provided at the time of registration.

Click on the Forgot Password link on the Login page. The following page will be displayed:

You can input your login id.

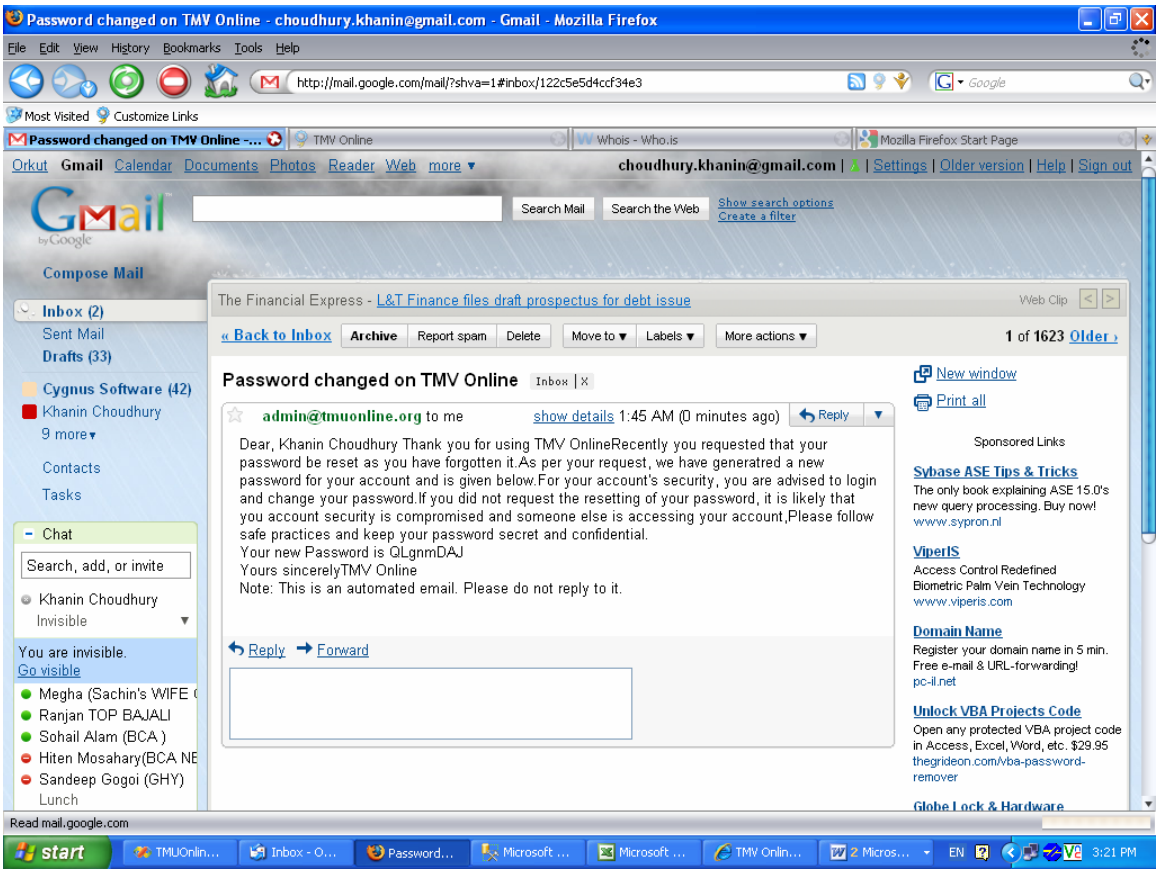
If you have forgotten your login Id also, then you can input your email Id and then change the Radio button (default is Login Id) on the right to Email Id.

From the list of Questions list box, select the question that you had at the time of registration.

Input the same answer in the Answer textbox that you had input at the time of registration.

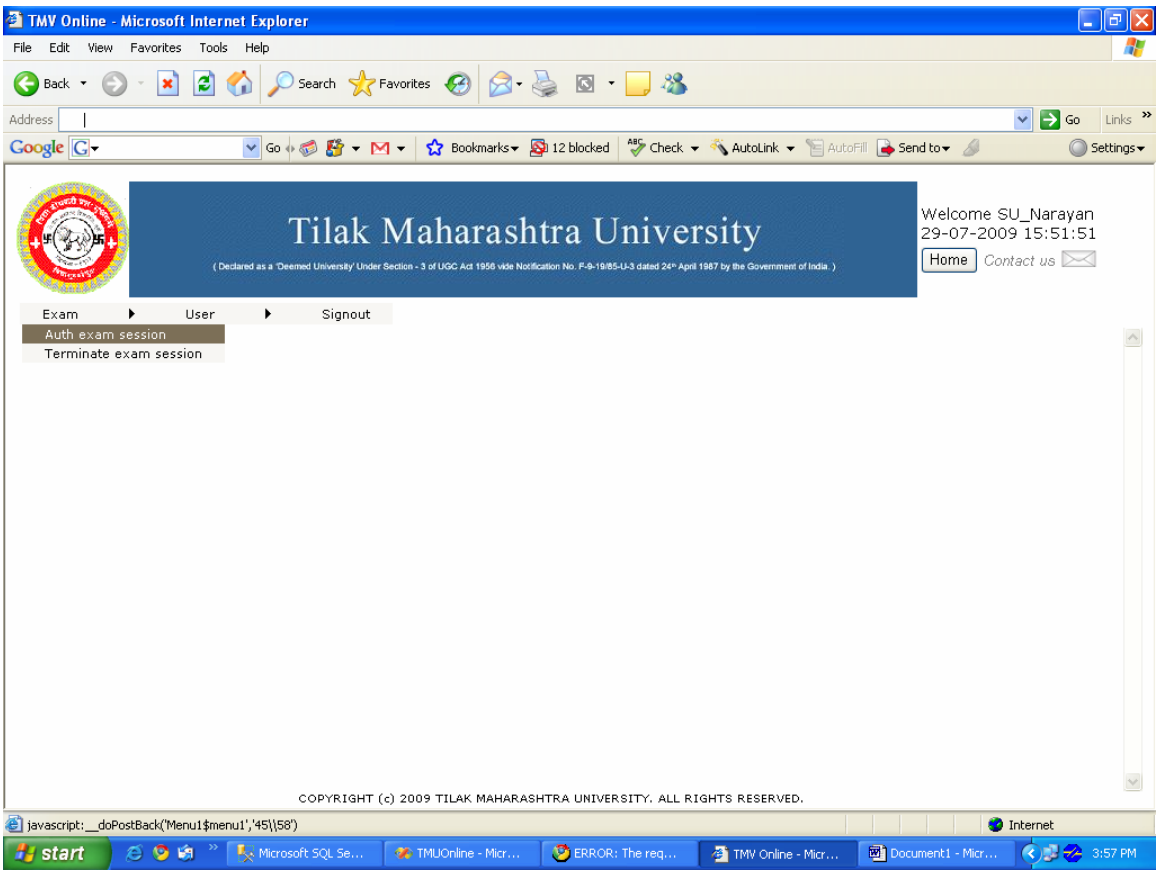
If your secret question & answer matched the ones at the time of registration, your password will be reset to a new randomly generated complex password and an email will be sent to your email Id.

The format of the email is as follows:


Password changed on TMV Online - choudhury.khanin@gmail.com - Gmail - Mozilla Firefox
Password changed on TMV Online
admin@tmuonline.org to me
Dear, Khanin Choudhury Thank you for using TMV OnlineRecently you requested that your password be reset as you have forgotten it.As per your request, we have generatred a new password for your account and is given below.For your account's security, you are advised to login and change your password.If you did not request the resetting of your password, it is likely that you account security is compromised and someone else is accessing your account,Please follow safe practices and keep your password secret and confidential.
Your new Password is QLgnmDAJ
Yours sincerelyTMV Online
Note: This is an automated email. Please do not reply to it.

4.4 Exam Supervisor Functions

The Registration process for Exam Supervisor is same as the Center Head. The System Administrator will assign access rights to the designated users as Exam Supervisors. Once the access rights are assigned, the post-login screen for Exam Supervisor will show the menu as follows:



All the functions under the User menu that are available to Center Head are available to the Exam Supervisor also. The exam supervisor specific functions are available under the Exam menu in the post-login screen.

Under the Exam menu, the functions available to Exam Supervisor are

Authorize Exam Session
Terminate Exam Session

4.4.1 Authorize Exam Session

Clicking on Authorize Exam Session menu shows the above screen.
However the above screen is shown only if

a. An exam has been scheduled for a duration that includes the current date
b. The Center manager has stared the exam session as explained in the Center Head functions before

The screen shows the schedule name, schedule start date, schedule end date, name of the Center and name of the supervisor.

After verifying these details, the exam supervisor should click on the Authorize Session button to authorize the session.

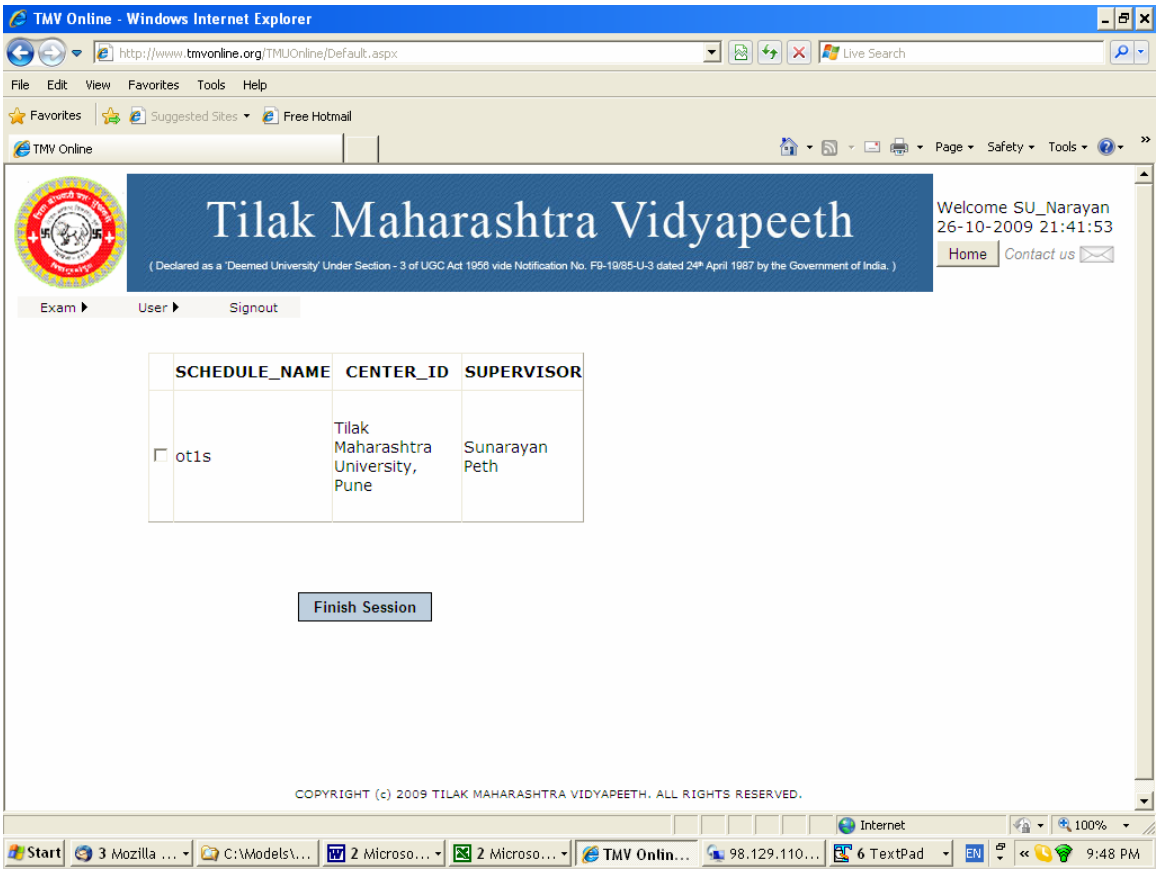
Students will not be able to start the exam unless the Exam Supervisor has authorized the session.

After clicking the above button, the screen would show a message of successful session authorization as below:

TMV Online - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://tmvonline.org/TMUOnline/Default.aspx
Go Links
Google Go Bookmarks 12 blocked Check AutoLink AutoFill Send to Settings
Tilak Maharashtra University
(Declared as a 'Deemed University' Under Section - 3 of UGC Act 1956 vide Notification No. F-9-19/85-U-3 dated 24th April 1987 by the Government of India.)
Welcome SU_Narayan
29-07-2009 15:51:51
Home
Contact us
Exam
User
Signout
Schedule
From
To
Center
Supervisor
ot1s
30/06/2009
10/08/2009
Tilak Maharashtra University, Pune
Sunarayan Peth
Session authorised Successfully
COPYRIGHT (c) 2009 TILAK MAHARASHTRA UNIVERSITY. ALL RIGHTS RESERVED.
Done
Internet
start
Microsoft SQL Se...
TMUOnline - Micr...
ERROR: The req...
TMV Online - Micr...
Document1 - Micr...
3:58 PM

4.4.2 Terminate Exam Session

After the prescribed time for the online examination is finished, each student will be forced to exit the Online Examination screen. However, the Exam supervisor should officially terminate the exam session by clicking the Terminate Exam Session menu.



To finish the session, Check the checkbox in the first column & then click on the Finish Session button in the above screen.

On completion, the same screen will be shown with the message
Session Finished Successfully

Only after one session has been finished successfully, the center head can start another session for the next batch of students to take the online exam.